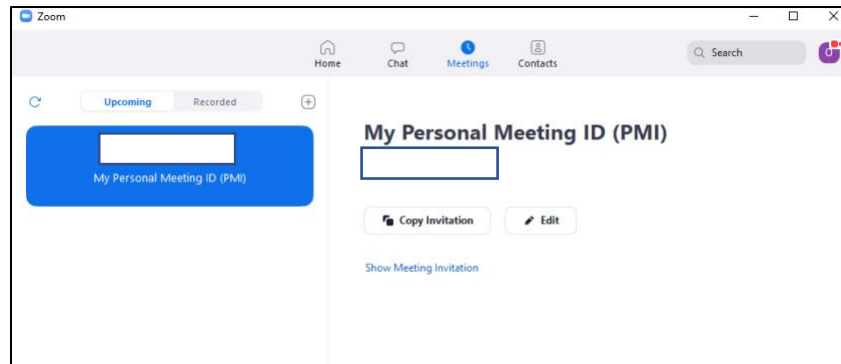
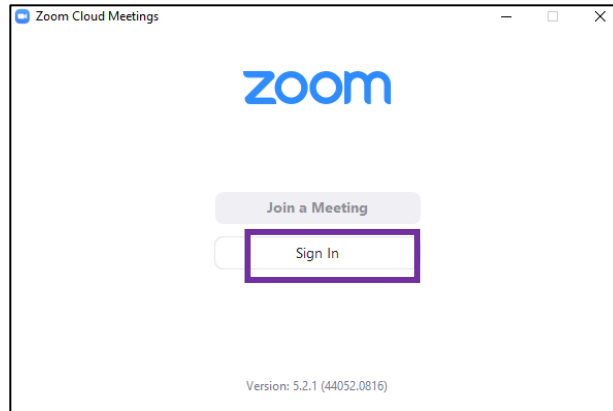


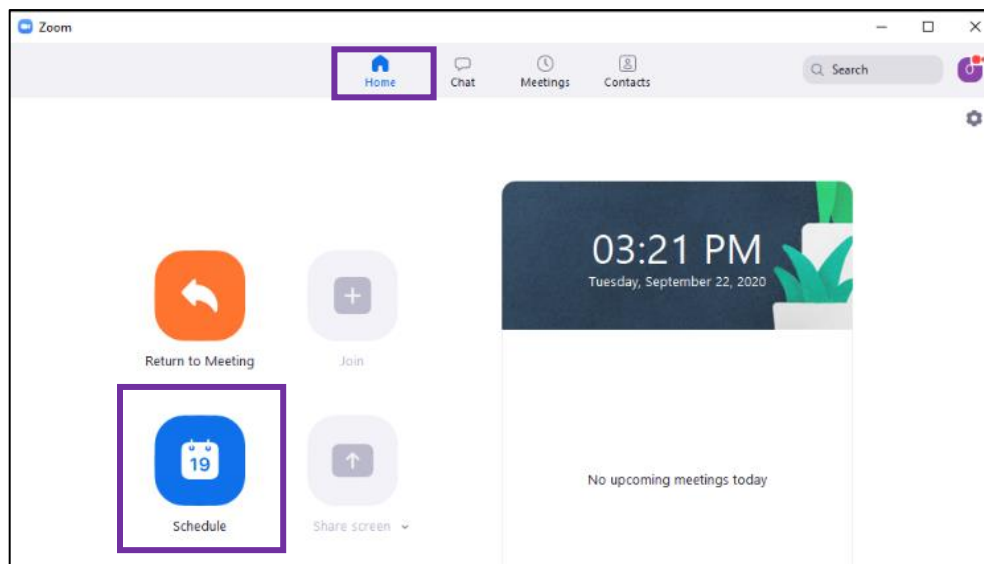
## Zoom: Scheduling a Meeting

Download and install the [Zoom Client for Meetings](#)

> Open your Zoom Client > Click Sign In



> Click Home > Click Schedule



> Add the following information:

**Topic:** Provide a title for the meeting

**Start:** Add the date and time

**Duration:** Length of the meeting

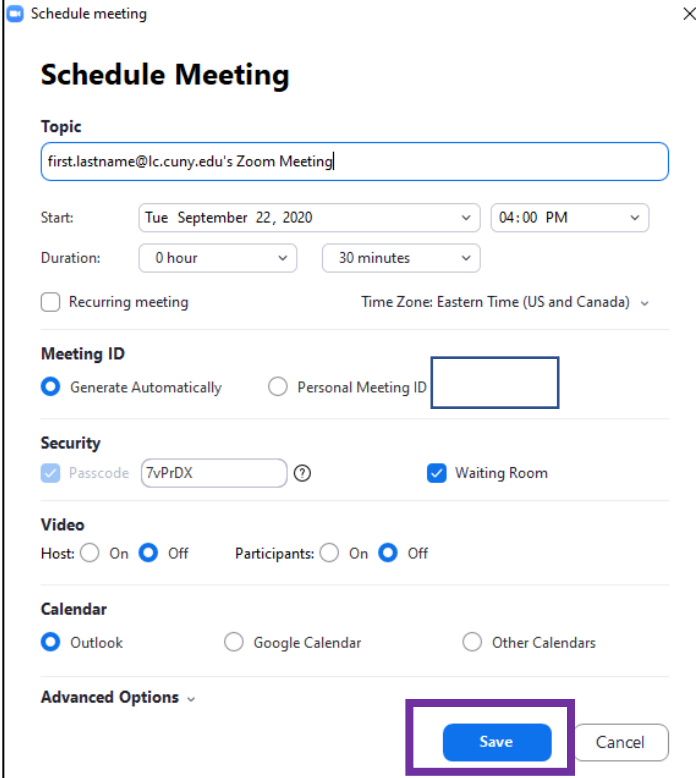
**Recurring Meeting:** If this is a meeting you will have more than once, check the box and input the options

**Meeting ID:** Highly recommend using Generate Automatically. Do not use Personal Meeting ID

**Security:** Passcode is automatically selected

**Video:** Decide if you want to have video as soon as the meeting starts

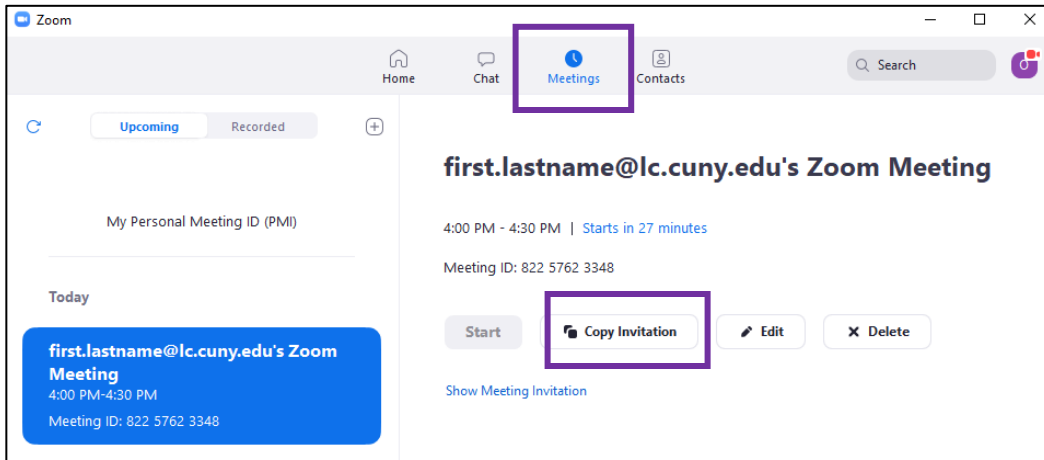
> Click Save



The screenshot shows the 'Schedule Meeting' dialog box with the following settings:

- Topic:** first.lastname@lc.cuny.edu's Zoom Meeting
- Start:** Tue September 22, 2020, 04:00 PM
- Duration:** 0 hour, 30 minutes
- Recurring meeting:**  (unchecked)
- Time Zone:** Eastern Time (US and Canada)
- Meeting ID:**  Generate Automatically,  Personal Meeting ID
- Security:**  Passcode (7vPrDX),  Waiting Room
- Video:** Host:  On,  Off; Participants:  On,  Off
- Calendar:**  Outlook,  Google Calendar,  Other Calendars
- Advanced Options:** (collapsed)
- Buttons:** Save (highlighted with a purple box), Cancel

**Share link to meeting:** Click Meetings > Copy Invitation > Paste the invitation into an email, calendar invite, course announcements, etc.



**Start a Meeting:** Sign in to Zoom Client > Meetings > Start

